

Casey Corporation Instructions for Computer Application

Open spreadsheet application program and insert your formatted, blank data medium (flash memory drive, CD rom, etc).

Follow steps one through seven below to complete your data disk.

Remember to **SAVE** your work after each session. Also, you should have a **back-up** of your work in the event you have computer difficulties. Use the file name CASEY to save your work.

Step one: Enter the trial balance in the appropriate section of the worksheet. Determine the necessary formulae to determine the total of the debit and credit columns of the trial balance.

Step two: Enter the adjustments on the worksheet. Create two columns--one very narrow (2-3 spaces) and one normal size column for money amounts. The narrow column is for entering reference letters to coordinate debit and credit entries. Enter your reference letters as follows: a). Create another set of narrow and normal columns for the credit adjustments.

Step three: Determine the necessary formulae to total the adjustments Dr. and Cr. columns. Then determine the formulae to determine the adjusted trial balance amount. Use only one column for the adjusted trial balance. Make use of the copy or replicate command to duplicate formulae from one cell of the adjusted trial balance to another.

Step four: Determine the amount of income tax expense needed for the income statement using a formula. See the hints concerning taxes on the web page. Then determine the necessary adjusting entry to get to that number. Make an entry accordingly.

Step five: Determine which cell of the income statement or balance sheet that each adjusted trial balance amount should be entered and use an appropriate formula to get that number in the appropriate cell.

Step six: Determine the income or loss for the year by comparing the debit and credit columns of the income statement. Do this with a formula--do not calculate the amount and enter on the worksheet! Also, by formula, record the income in the appropriate balance sheet column.

Step seven: Set up formulae for determining the totals of the income statement and the balance sheet. If you have done the worksheet properly, the column totals for the income statement and balance sheet should equal.

Step eight: Copy the 20X6 worksheet to another worksheet tab on your spreadsheet and replace the X6 data with X7 data. Label the heading of the worksheet for Year X5.

Step nine: Repeat steps 1-7 for the second year.

Note: See layout instructions on following page

**Layout of Spreadsheet
Casey Corporation
(0809)**

In completing the worksheet for the Casey Corporation, you should adhere **generally** to the following: **Use separate sheets (tabs) for the various functions. These instructions are guidelines—they do not have to be followed exactly!**

<i>TAB label</i>	<i>Contents</i>
20X6 worksheet	This area should contain the 20X6 worksheet
20X5 worksheet	Once the 20X6 worksheet is completed, either copy to another sheet if using a more recent version of the software. Once copied, then replace the 20X6 trial balance numbers with 20X5 data. Then erase the adjustments columns so that 20X5 adjustments can be made.
Depreciation change	Use this tab to compute the necessary adjustment for the change in depreciation method
Deferred tax	Use this area to calculate the necessary balance for Deferred Income Taxes.
Income statements	Use this area to "rough out" the comparative income statement.
Balance sheets	Use this area to "rough out" the comparative balance sheet.
Eps calculations	Use this area to calculate the appropriate weighted average number of common stock, and other potentially dilutive securities and to calculate the necessary EPS statistics for 20X5 and 20X6.

Arrangements of Financial Statements

In preparing the financial statements of Casey Corporation, the following order of presentation should be followed: (These seven items will be submitted as hard copies)

1. Income Statement
2. Statement of Retained Earnings
3. Balance Sheet
4. Statement of Cash Flows
5. Footnotes to the financial statements
6. Printed Worksheets for both years
7. Supporting calculations and schedules

Your spreadsheet files will be submitted electronically via e-mail when the project is completed.

Use Casey files in the subject line of the e-mail.